

## INFORMATION ON INVOICING NOKIAN TYRES S.R.O.

This document contains information and instructions on invoicing **Nokian Tyres s.r.o.**, **VAT number CZ45794375** (Additional tax registrations – Germany: DE261774835, Austria: ATU66334503, Poland: PL5263093467, France: FR96502698939). **Registered office address: V Parku 2336/22, 148 00 Prague 4, Czech Republic.** Please follow these instructions at all times to ensure accurate and timely processing of invoices.

e-invoicing address (Operator Basware Oyj BAWCFI22):	e-mail address for sending invoices in PDF format:	Postal Invoicing Address*:
<b>CZ45794375</b>	<b>nokian.tyres.sro@pdf.basware.com</b>	<b>Nokian Tyres s.r.o. Box 502 Velká 442/52 50341 Hradec Králové CZECH REPUBLIC</b>

\*) Postal invoice address should be used only for invoices sent via regular mail. Registered office address is required on invoice always regardless invoice sending method.

### Addressing invoices to Nokian Tyres s.r.o.:

- Only invoices with the **correct legal entity name, VAT number and registered office address** will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Nokian Tyres s.r.o.) has to be specified on the first line of the address field.
- All invoices must include a purchase order number and/or the name of a Nokian Tyres s.r.o. purchase contact.
- Only invoices along with relevant attachments should be sent to the invoicing addresses. Any other documents or material sent to the invoicing addresses will be ignored.

### Nokian Tyres s.r.o. receives e-invoices.

- The primary method of sending invoices to Nokian Tyres s.r.o. is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).

**In addition to e-invoices, Nokian Tyres s.r.o. offers suppliers the possibility of sending their invoices by e-mail in PDF format.**

- Follow these instructions when sending invoices by e-mail in PDF format:
  - 1) Invoices are to be attached as PDF files, and each PDF file is to contain only one invoice. Invoices sent in any other format will not be processed.
  - 2) Only invoices should be delivered using this service - any other information is discarded.
  - 3) If you have attachments for an invoice, they need to be in the same PDF file as the invoice itself.
  - 4) The PDF attachment file names may only contain the following characters:  
[A-Z], [a-z], [0-9], [ ], [ \_ ]. Multiple PDF invoices can be included in one e-mail and each PDF file will be processed as a separate invoice.

5) The maximum attachment(s) size limit is 5MB per e-mail.

To get more information on invoicing addresses and invoices processing in Nokian Tyres s.r.o., please contact us at **[ptp@nokiantyres.com](mailto:ptp@nokiantyres.com)** .